

## Introduction

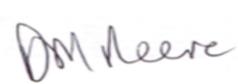
Unlike other health and safety hazards, we cannot create teaching and learning spaces that are free from Covid-19, but we can arrange our facilities, provide signage, information and training to ensure all who use teaching and learning spaces do so in a considered and safe way. **At the last review of this document, the position for BU is that only essential face to face activity is taking place on campus, with most of the academic activity being delivered on-line. Planned Government asymptomatic testing of university students prior to then returning home for Christmas will further impact the availability of face to face activity due to a reduced Semester One timescale.**

This risk assessment aims to offer a detailed overview of the potential risks and controls in place to minimise the risk of Covid-19 in teaching and learning spaces on BU campuses. We have also ensured the content of this risk assessment meets with the requirements of [Higher Education: reopening buildings and campuses](#), last updated on 13 November 2020.

To enhance the detailed controls within this document, we have increased the cleaning regimes in all BU buildings to ensure we are tackling potential infection at the key transmission points and we will also manage any diagnosed case with the full knowledge and support of Public Health England, ensuring all relevant staff and students are made aware and supported to comply with NHS Test and Trace requirements.

We have completed this risk assessment in line with our existing responsibilities under Health & Safety legislation and as an addition to ‘**Bournemouth University - Covid-19 Risk Assessment for returning to campus**’ ([link](#)) which was produced within the suite of detailed information in the Governments ‘[working safely during coronavirus](#)’ guidance, last updated on 13 November 2020.

As the weeks unfold and changes are made to Government guidance, we will ensure all elements of this risk assessment are reviewed, monitored for successful implementation and amended/updated where required. The approval box below indicates and confirms support from UET and our recognised trade unions – UCU and UNISON.

<b>Approval</b>					
<b>Declaration by Chair of the Covid-19 H&amp;S Committee on behalf of staff and Trade Union representatives</b>					
I confirm that this is a suitable & sufficient risk assessment for the activities identified and that all residual risks can be reduced to as low as is reasonably practicable.					
Signed		Print name	David Reeve	Date	13 October 2020
<b>Declaration by COO:</b>					
I confirm this assessment has been completed in liaison with local senior managers and is therefore approved as a basis upon which teaching and learning spaces can be used, taking account of additional local information, training and information as required.					
Signed		Print name	Jim Andrews	Date	13 October 2020

<b>Risk Assessment for teaching and learning spaces</b>			
<b>Reason for risk assessment/activity</b>	To ensure all practical measures have been taken to provide teaching and learning spaces that minimise the risk of Covid-19 through provision of physical distancing and infection control information and equipment. To ensure detailed risk assessment information on teaching and learning spaces is available as an addition to the <b>BU Covid-19 Risk Assessment for returning to campus</b> ( <a href="#">link</a> ).	<b>Date of last update</b>	<b>13 November 2020</b>
<b>Assessment on behalf of:</b>	<b>BU Major Incident Group and Covid-19 Health &amp; Safety Committee</b>	<b>Assessor</b>	<b>Karen Butters, Head of Health, Safety &amp; Wellbeing</b>
<b>Brief details/comments</b>	All elements of this assessment have been fully discussed and approved by the Operational Sub Group of the Covid-19 Health & Safety Committee.  <b>This risk assessment will be kept under regular review to ensure it meets with the requirements of NHS, Public Health England and Government guidance.</b>		

*The following assessment has been carried out in relation to teaching and learning spaces on campus. The risk hierarchy is applicable to determining measures to control all risks. For the purposes of assessing the risks of Covid-19 the measure of Elimination and Reduction is beyond our control. We have therefore only considered isolation, admin processes and personal protection.*

(1) Risk identification		(2) Risk assessment				(3) Risk management			
Hazard (risk factor)	Potential Consequences	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
		Likelihood	Impact	Score		Likelihood	Impact	Score	
General transmission of COVID-19 within teaching and learning spaces	<p>Illness which could range from being mild to severe requiring hospitalisation.</p> <p>Spread of the virus.</p> <p>Poor student experience.</p> <p>Loss of staff resources due to sickness absence which could be long term.</p> <p>Temporary loss of work/learning space, accommodation, building or facility.</p> <p>Damaged reputation.</p> <p>Failure to assess the risk and identify sufficient mitigation leading to non-compliance with Health &amp; Safety legislation.</p> <p>Increased cost of mitigation and loss of productivity and/or income.</p> <p>Increased anxiety or concern from those working on campus.</p> <p>Potential civil or union claims for failing to adequately protect employees and students.</p>	4	5	20	<ul style="list-style-type: none"> <li>• Enable virtual teaching, learning, supervision and meetings where possible</li> <li>• Ensure that those who have symptoms of COVID-19, who feel unwell or who have been advised to self-isolate due to contact with an infected person do not go on campus and if on campus already are immediately sent home.</li> <li>• Any known symptoms of COVID-19 MUST be reported to <a href="mailto:askBU@bournemouth.ac.uk">askBU@bournemouth.ac.uk</a> for students and via <a href="mailto:coronavirus-staff@bournemouth.ac.uk">coronavirus-staff@bournemouth.ac.uk</a> for staff cases or concerns.</li> <li>• Ensure staff/student hand washing and use of sanitiser is in place before, during and after any session.</li> <li>• Arrange for frequent surface cleaning especially in areas of high use and footfall such as corridors, entrances, exits to learning space and classrooms</li> <li>• Any teaching equipment, including lectern, keyboard etc to be wiped down after each use – guidance and products to be provided.</li> <li>• If using PC labs, ensure wipes are available for use on desks, keyboards and mice before and after each session</li> <li>• Ensure detailed guidance is available and followed for the cleaning of specialist equipment – follow local advice and seek clarification where required</li> <li>• Organise furniture to enable back to back or side to side working rather than face to face</li> <li>• Space out worktables/desks to enable 2 metre physical distancing between people where possible</li> <li>• Ensure staff and students are aware of the need to practice physical distancing of 2 metres where viable OR IF NOT: 1 metre plus additional mitigation e.g.: <ul style="list-style-type: none"> <li>○ Minimise the activity time or period that require people to be in the same proximity area or space</li> </ul> </li> </ul>	1	5	5	<p>Consider the local need in each session for records to be taken of staff and students in teaching and learning spaces to assist with the <a href="#">NHS Test &amp; Trace</a> service – use of the timetable to locate staff and students will be implemented to support NHS Test and Trace where required.</p> <p>This will be further supported and enhanced by the use of the NHS Test and Trace app which has been fully supported and recommended for use by the wider BU community.</p> <p><b>Update from 5 November 2020 - England to start four week lock down but Universities to remain open - all staff and line managers to review current working arrangements against this new restriction.</b></p> <p><b>Increase in mandatory requirement for wearing face coverings to include all teaching and learning spaces - see also section below on ‘general transmission’.</b></p>

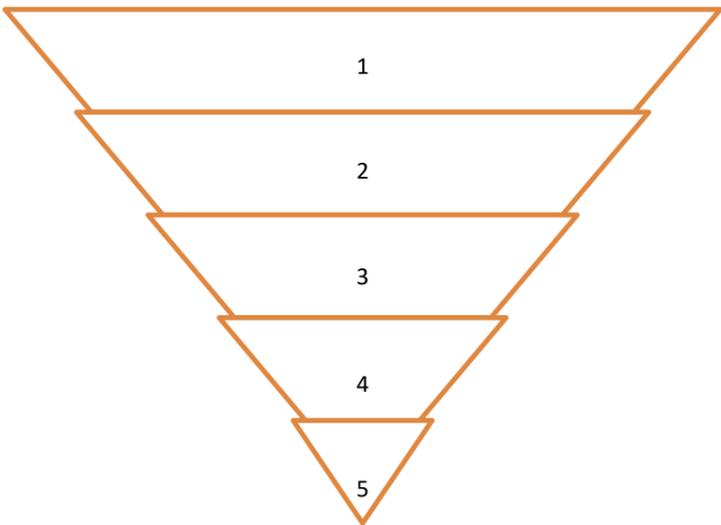
				<ul style="list-style-type: none"> <li>○ Ensure that teaching staff are separated from students using screens or barriers</li> <li>○ Ensure there is an implemented one-way system with separate entrance and exit points to minimise face to face contact</li> <li>○ Ensure mandatory use of face coverings for staff and students in all teaching and learning spaces (from 5 November 2020)</li> <li>● Avoid students or staff congregating in crowds outside teaching and learning spaces.</li> <li>● Implement additional measures for those identified as vulnerable with the help of Student Services and Faculty colleagues as required</li> </ul>			
<p>General transmission of COVID-19 within lecture theatres</p>	<p>Illness which could range from being mild to severe requiring hospitalisation.</p> <p>Spread of the virus.</p> <p>Poor student experience.</p> <p>Loss of staff resources due to sickness absence which could be long term.</p> <p>Temporary loss of work/learning space, accommodation, building or facility.</p> <p>Damaged reputation.</p> <p>Failure to assess the risk and identify sufficient mitigation leading to non-compliance with Health &amp; Safety legislation.</p> <p>Increased cost of mitigation and loss of productivity and/or income.</p> <p>Increased anxiety or concern from those working on campus.</p>			<ul style="list-style-type: none"> <li>● Provide suitable space between lecturer and students – helps to prevent direct contact with students and thus affords some protection for them and him/her</li> <li>● Students to be physically distanced at 2m or 1m+ depending on space available.</li> <li>● Students to wear face coverings except where they have an exemption</li> <li>● Ensure staff/student hand washing and use of sanitiser is in place before, during and after any session.</li> <li>● Students not to share equipment, pens, tablets etc.</li> <li>● One-way systems in place where required with clear wayfaring for narrow entrance and exit points.</li> <li>● Lecturer to leave last and arrive first to enable 2 metre physical distancing.</li> <li>● Alcohol gel available at the teaching and learning space entrance and exit points.</li> <li>● Signage reminding students of expected behaviour during and after sessions including the need to wash hands and not shout. (Ideally, this should be sent to students in advance of the session)</li> <li>● Any teaching equipment, including lectern, keyboard etc to be wiped down after each use – guidance and products to be provided.</li> <li>● Consider staggered teaching sessions to elongate the timetable, minimise risk of close contact</li> <li>● Reduce the potential of transmission in internal shared spaces by avoiding use of loud music, which might encourage shouting, raised voices or singing. This obviously does not apply to music rooms where this cannot be avoided, and additional risk control methods will be required.</li> </ul>			

				<ul style="list-style-type: none"> <li>• Ensure that those who have symptoms of COVID-19, who feel unwell or who have been advised to self-isolate due to contact with an infected person do not go on campus and if on campus already are immediately sent home.</li> <li>• Avoid students or staff congregating in crowds outside teaching and learning spaces.</li> <li>• Implement additional measures for those identified as vulnerable with the help of Student Services and Faculty colleagues as required</li> </ul>			
Getting or spreading COVID-19 by not washing hands or not washing them adequately	<p>Illness which could range from being mild to severe requiring hospitalisation.</p> <p>Spread of the virus.</p> <p>Poor student experience.</p> <p>Loss of staff resources due to sickness absence which could be long term.</p> <p>Temporary loss of work/learning space, accommodation, building or facility.</p>			<ul style="list-style-type: none"> <li>• Avoid use of shared learning and work equipment where possible. If not possible provide alcohol or anti-viral wipes and ensure cleaning before and after use.</li> <li>• Any teaching equipment, including lectern, keyboard etc to be wiped down after each use – guidance and products to be provided.</li> <li>• If using PC labs, ensure wipes are available for use on desks, keyboards and mice before and after each session</li> <li>• Ensure detailed guidance is available and followed for the cleaning of specialist equipment – follow local advice and seek clarification where required</li> <li>• Encourage frequent hand washing and ensure easy availability of alcohol gel.</li> <li>• Reduce the need for frequent door opening where possible</li> <li>• Ensure bins in shared spaces are emptied frequently throughout the day and cleaned as required.</li> </ul>			Consider keeping doors open (where fire safety requirements permit) to reduce need to touch doors after washing hands.
General transmission of COVID-19 teaching within small spaces such as labs, workshops, studios	<p>Illness which could range from being mild to severe requiring hospitalisation.</p> <p>Spread of the virus.</p> <p>Poor student experience.</p> <p>Loss of staff resources due to sickness absence which could be long term.</p>			<ul style="list-style-type: none"> <li>• Covid-19 information has been included in the H&amp;S induction for all new starters and a separate session delivered (online) to cover just the Covid-19 information for all returning students</li> <li>• Students to be socially distanced 2 metres apart where possible or 1 metre plus with additional controls.</li> <li>• Ensure mandatory use of face coverings for staff and students in all teaching and learning spaces (from 5 November 2020)</li> <li>• Students advised to wash their hands before entering and upon leaving the lab/studio/workshop</li> <li>• Students not to share equipment, pens, tablets etc.</li> <li>• Where sharing of equipment is necessary (within lab environment) – equipment to be wiped down with cleaning products provided after each user.</li> </ul>			<p>Cleaning process for expensive equipment that cannot be washed down is managed locally by faculty technical teams.</p> <p>Failure to be able to effectively clean equipment may render it unsuitable for use in the usual frequencies.</p> <p>Consider the local need in each session for records to be taken of staff and students in teaching and learning spaces to assist with the <a href="#">NHS Test &amp; Trace</a> service – use of the timetable to locate staff and students will be implemented to support NHS Test and Trace where required.</p> <p>This will be further supported and enhanced by the launch of the NHS Test and Trace app which will be fully</p>

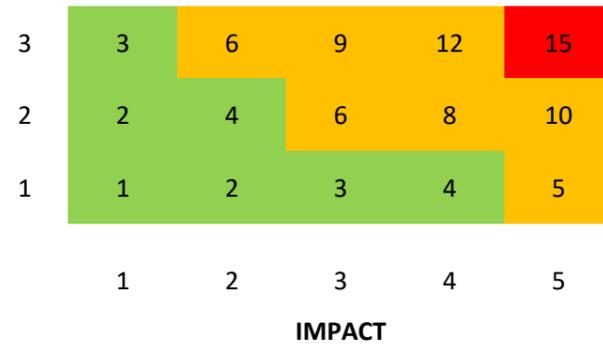
			<ul style="list-style-type: none"> <li>• Lecturer to arrive and leave last and first to enable 2 metre physical distancing.</li> <li>• Exclusive entry and exit points will be designated where required within the Standard Operating Procedure for each teaching or learning space.</li> <li>• Alcohol gel available at the teaching and learning space entrance and exit points.</li> <li>• Enable staggered teaching sessions to elongate the timetable, minimise risk of close contact</li> <li>• All students must read and sign (using their own pen) the Standard Operating Procedure for each teaching or learning space which has been amended to include Covid-19.</li> <li>• Amended room occupancy levels for each teaching or learning space must not be exceeded. Local booking systems must be used to ensure that the revised maximum room occupancy is adhered to.</li> <li>• All specialist equipment will be tested and servicing/checks on some lab equipment has been regularly undertaken through 2020 and while campus has been closed to meet with equipment maintenance and legal requirements.</li> <li>• Reduce the potential of transmission in internal shared spaces by avoiding use of loud music, which might encourage shouting, raised voices or singing. This obviously does not apply to music rooms where this cannot be avoided, and additional risk control methods will be required.</li> <li>• Provide suitable space between lecturer and students – helps to prevent direct contact with students and thus affords some protection for them and him/her</li> <li>• Use existing camera technology to enable students to see detailed experiments, demonstrations etc without being too close.</li> <li>• Students not to use the same equipment as the lecturer unless it is cleaned first.</li> <li>• PPE to be worn as per the session specific risk assessment if there is a genuine H&amp;S need i.e. for labs – lab coat, safety glasses and gloves.</li> <li>• Shared lab coats have been removed from all hooks in lab areas, have been laundered and individually wrapped to prevent contamination. Each student and staff member will be allocated their own lab coat and cleaned and disinfected safety glasses in a draw string cotton bag. They are to be retained by the individual and cleaned/launched after every use. (Please note, in cases of extreme hardship or where washing facilities are not</li> </ul>			<p>implemented and recommended for use by the wider BU community.</p>
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				<p>available for students to use this will be addressed on a case by case basis and arrangements made for onsite washing).</p> <ul style="list-style-type: none"> <li>• Within lab areas, users are responsible for cleaning their working area before and after any work. Appropriate cleaning materials and products will be situated throughout the lab areas along with a cleaning spreadsheet, to be completed by everyone before leaving the laboratory that day. Contract cleaning will occur at the end of every working week (as per existing cleaning schedule).</li> <li>• All FST lab areas are SALTO access and this will remain.</li> <li>• Implement additional measures for those identified as vulnerable with the help of Student Services and Faculty colleagues as required</li> </ul>			
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### Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20



Likelihood	
1	Rare
2	Unlikely
3	Possible
4	Likely
5	Very Likely

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe – extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.